



# Southern California Association of Governments

## Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

## **REGIONAL PLANNER, GOODS MOVEMENT #393 (Assistant/Associate/Senior Regional Planner, Limited Term)**

Salary range: \$50,428.00 - \$84,066.32

**Open Until Filled. Filing Deadline: Friday, April 26, 2010**

### **THE POSITION**

This limited term position is an at-will position funded until June 30, 2011. This position may be filled at either level of Regional Planner. Individuals hired at the Assistant level may advance to the Associate level without competition, once the competencies have been met and upon recommendation of their supervisor.

Under direction of the Manager of Aviation, Goods Movement and Transportation Finance, the selected candidates will perform a variety of duties providing support in preparation for developing the goods movement component of the of the Regional Transportation Plan (RTP).

### **ESSENTIAL DUTIES**

- Develop, coordinate, and evaluate multi-modal transportation alternatives as applicable to the goods movement program.
- Coordinate projects and ensure compliance with Federal, State, and local regulations.
- Review public agency transportation plans, programs, and policies to ensure compliance with RTP.
- Conduct analyses on rail systems and highway projects.
- Assist in project management activities including development of project work plan, annual work plan, and project summary reports.
- Participate in project budget preparation and administration.
- Prepare written reports on various research matters pertaining to goods movement in the region.
- Provide project management support-managing consultant work products as well as conducting independent research to develop policy paper.
- Develop requests for proposals and participate in evaluation panels for selecting consultants for various studies.
- Present information and recommendations to the Regional Council, committees, task forces, and advisory/steering committees.

- Confer with elected officials, engineers, developers, architects, the public, and other agencies in acquiring information and coordinating regional planning matters.

### **IDEAL CANDIDATE QUALITIES**

- Regional/urban planning and policy experience with emphasis in areas of goods movement and economics.
- Strong quantitative and analytical skills including advanced statistical concepts.
- Sufficient experience/familiarity with transportation modeling and maintaining data management systems to facilitate coordination role with technical modeling/forecasting staff.
- Research and project management experience.
- Excellent interpersonal skills.
- Effective verbal and written communications skills.

### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university with major course work in Urban Planning, Public Policy, Public Administration, Civil Engineering, Economics, Statistics, or other related field. A Master's degree can substitute for one year of the required experience. Experience with Goods Movement and/or Logistics is desirable.

**Experience and Training: Assistant Level:** One year of urban or regional planning experience. **Associate Level:** Three years of professional urban or regional planning.

**Senior Level:** Five years of professional urban or regional planning experience.

**Knowledge of:** Complex modern theories, principles and practices of urban planning and development as applied to the preparation of transportation regional plans; advanced methods and techniques of effective technical report preparation and presentation; advanced statistical concepts, research, and methodology; project management principles and concepts.

**Ability to:** Manage complex short- and long-term projects; analyze and recommend modifications to existing plans; administer the contracts of outside consultants and evaluate quality of work; prepare and analyze technical and administrative reports, statements and correspondence;

prepare and deliver presentations and recommendations on various aspects of the regional plans and studies; facilitate groups with divergent viewpoints; gain cooperation and consensus through discussion and persuasion; perform responsible and challenging work involving the use of independent judgment and personal initiative; communicate clearly and concisely, both orally and in writing.

### **APPLICATION AND SELECTION PROCEDURE**

Applicants must submit a completed SCAG application and résumé to:

#### **Southern California Association of Governments**

Attn: Human Resources  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, CA 90017  
(213) 236-1931  
[www.scag.ca.gov](http://www.scag.ca.gov)

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice. Qualified applicants will be invited to participate in the selection process based on the application and other submitted materials. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above or they will not be considered. Selection process may include a written exam (qualifying), panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

### **EMPLOYMENT INFORMATION**

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

### **EMPLOYEE PROGRAMS AND BENEFITS**

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by employer. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. SCAG does not participate in Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.

- **Vacation:** Ten to twenty days per year, depending on tenure.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health and Dependent Care Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health and dependent care.
- **Rideshare/Transportation Incentive Program:** SCAG pays \$35 per month towards carpool expenses, and up to \$230 per month towards a monthly bus or Metrolink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month. SCAG also provides a tax-exempt plan for parking expenses.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** Employees are eligible for credit union membership at the E-Central Credit Union. Employees may have their paychecks automatically deposited. Tuition reimbursement up to \$3,200 per year is offered for qualified courses.

### **THE ORGANIZATION**

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues. The SCAG region includes six counties, one hundred eighty-nine cities, 38,000 square miles and a population of 18 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

### **THE LOCATION**

The main SCAG offices are located in downtown Los Angeles. Los Angeles (L.A.) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

### **EQUAL EMPLOYMENT OPPORTUNITY**

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.